

7 OCT 1982

MEMORANDUM FOR: Acting Deputy Director for Administration

FROM:

Director of Information Services

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SUBJECT: OIS Weekly Report (29 September-5 October 1982)

Classification Review Division

An earlier CIA review of a U.S. Army Center for Military History manuscript entitled Pacification: Managing the Other War presented problems with clearing the document for unclassified publication even after several coordination meetings with the authors. The manuscript subsequently was submitted to the Department of State for their approval. Chief, CRD met with Mr. Thomas Ainsworth, Chief, Classification and Declassification Center, Mandatory Review, at State to discuss the security considerations involved with actions contemplated by State. If a solution cannot be found, State, which believes that it has a substantive case, will ask that the history not be published.

The review of approximately 89 cubic feet of OSS material, 24 cubic feet of which were index cards, was completed during the month of September. During the past week, an additional 32 card boxes (23,589 cards) were reviewed, along with three manuscripts (120 pages) for the Publications Review Board, and one document (1 page) for the Department of Defense.

The OSS Records Review Team was disbanded on 30 September when the funding for the project terminated. Their work was completed except for one job which will be handled by regular staffers, as time permits.

Records Management Division

A survey of the Office of Current Production and Analytic Support Registry/DDI operations was made by two members of the Records Systems Branch in September and the final report on the results was issued this week. In brief, the report recommended that uniform procedures be established for DDI document control and that the Dissemination Branch's internal DDI mail deliveries be eliminated, thus providing more time for branch personnel to devote to improving document control and support to DDI Offices that do not have their own registry personnel.

Representatives from RMD and the Printing and Photography Division/OL attended a presentation at the Library of Congress on its state-of-the-art optical disc system. The Library is converting its card collection to the optical system and will be able to produce duplicate cards on demand.

The TRIS team attended a demonstration of a Micro Television System which permits a user to view microimages on a television screen and vary the magnification of the images within a 5x to 200x range. Much interest was shown in the system by other components in the Agency because of its implications for use with future records storage systems and techniques.

Regulations Control Division

The Division's workload was reduced from 124 active jobs to 119 reflecting the number of newly initiated jobs compared to those published or canceled and major actions were taken on 66 issuances.

Among the issuances of general interest processed were a notice announcing the appointment of [redacted]

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[redacted] and a bulletin announcing the requirements, application procedures, Job Fair specifics, positions offered, and Directorate contacts for the 1982 Opportunities for Career Development Program [redacted]

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Information and Privacy Division

A separate report is attached.

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Attachment:
As stated

EXO/OIS [redacted] (6 Oct 82)

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